



Mayor & Council of Berlin

10 William Street
Berlin, MD 21811
410-641-2770
www.berlinmd.gov



BLEACHERS AND BENCHES REQUEST FOR BIDS

Sealed bids will be received by the Mayor and Council of Berlin, Worcester County, Maryland at Town Hall, 10 William Street, Berlin, Maryland 21811 until Friday, October 24, 2014 at 10:00 AM, for the **Purchase, Delivery, Assembly and Installation of Bleachers and Benches**, at which time the bids will be opened publicly and read aloud.

Potential Bidders may obtain the Request for Bids by visiting the town website at www.berlinmd.gov or by contacting Mary Bohlen, Town of Berlin, 10 William Street, Berlin, MD 21811. Phone: 410-641-4314. E-mail: mbohlen@berlinmd.gov. EOE

Project Summary:

The successful bidder will provide a specified number of bleachers and benches, and deliver and completely install those items as per the Bid Specifications below.

Item #	Item Description	Quantity Desired
1.	15' Aluminum or steel bleachers, no deeper than 10', minimum 5 rows, with handrails.	2
2.	21' Aluminum or steel bleachers, no deeper than 10', minimum 5 rows, with handrails	1
3.	6' Aluminum or steel straight benches (no back)	6
4.	Optional: Color choices for any/all of the above items if available	Cost per applicable item.
4.	Delivery	Lump
5.	All necessary materials to be supplied by vendor for installation	Itemize major materials to be supplied by bidder
6.	Assembly and anchoring and installation per International Building Code (2012). Successful contractor will supply engineered construction documents stamped by a Maryland licensed design professional.	Lump
NOTES/ADDITIONAL REQUIREMENTS: 1. Material specifications for all materials used shall be provided 2. Contractor will be responsible for applying for and obtaining a Town of Berlin Building Permit. 3. Contractor will provide adequate performance and payment bonds.		

Additional Information:

4. Bidders shall provide an original and 2 copies of the requested bid documents.
5. A Pre-bid meeting will be held on Friday, October 10, 2014 at 10:00 AM. Potential bidders are encouraged, but not required, to attend. The meeting will be followed by a site visit. Bidders unable to attend the Pre-bid may also make other arrangements for a site visit by contacting Wendell Purnell, Superintendent of Public Works at 410-641-4001 or wpurnell@berlinmd.gov.
6. Bid may be submitted on the bidders own letterhead/form or other document. Items as listed above must be clearly identified. Bid must be signed by the authorized representative of the bidder.
7. Successful vendor shall be appropriately insured; proof of such shall be provided upon request.
8. Identification of subcontractor (if applicable) for any portion of the project, excluding delivery service, shall be provided upon award of contract.
9. Successful vendor shall closely coordinate delivery of the goods and services applicable to this project with the Town of Berlin Public Works Department by providing:
 - a. Within 10 days of award of contract: estimated date of delivery of product
 - b. No less than 24 hours prior to delivery: direct contact with appropriate staff (information to be provided at time of award of contract)

The right is reserved, as the interest of the Mayor and Council may appear, to reject any and all proposals, to waive any informalities in proposals received, and to accept or reject any items of any proposals, as applicable. The Mayor and Council may choose to award specific items to separate contractors.

Award of contract is expected to occur within 30 calendar days of the bid opening. The successful bidder shall complete the project within 90 calendar days of the award of contract.

Potential bidders are encouraged to attend the pre-bid meeting on Friday, October 10, 2014 at 10:00 AM in the Council Chambers of Berlin Town Hall. Questions regarding the bid requirements must be submitted in writing (email is acceptable), no later than Wednesday, October 15, 2014 at 5:00 PM. One document will be prepared addressing questions and will be posted to the Request for Proposal on both the Town of Berlin website and on demandstar.com.

Bids will be opened publicly and read aloud Friday, October 24, 2014 at 10:00 AM in the Town of Berlin Council Chambers, 10 William Street, Berlin, MD 21811.

Primary point of Contact for this project: Mary Bohlen, Deputy Town Administrator, 410-641-4314 or mbohlen@berlinmd.gov.